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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3713.1A**

Effective Date: March  
28, 2008

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## **Subject: Reasonable Accommodations Procedures**

**Responsible Office: Office of Diversity and Equal Opportunity**

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |  
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) |  
[AppendixC](#) | [ALL](#) |

## **Chapter 7. Statutory and Collective Bargaining Claims**

7.1 This policy is in addition to statutory and collective bargaining protections for qualified persons with disabilities and the remedies they provide for the denial of requests for reasonable accommodation. Requirements governing the initiation of statutory and collective bargaining claims including time frames for filing such claims, remain unchanged.

7.2 Individuals who choose to pursue statutory anti-discrimination remedies for denial of reasonable accommodation shall contact an EEO counselor at their respective installation within 45 days from the date of receipt of the written notice of denial. They must do so within 45 days of the denial, regardless of whether they are participating in the informal dispute resolution process.

7.3 Individuals, including NASA EO Office representatives (e.g. EO Officer or person designated by the EO Officer to process complaints in connection with reasonable accommodation requests) who have served as a DM shall excuse themselves from engaging in EEO counseling or complaint processing in connection with the specific request.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |  
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) |  
[AppendixB](#) | [AppendixC](#) | [ALL](#) |

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